

Sunnyvale Dance Studio Rental Application Packet

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To submit a rental application, get additional information on the venue
or to check availability, please contact:

Tegan McLane
Performing Arts Coordinator
City of Sunnyvale – Community Center Campus
550 E. Remington Drive
P.O. Box 3707
Sunnyvale, CA 94088-3707

408.730.7725
tmclane@ci.sunnyvale.ca.us



Venue Description

Sunnyvale's Dance Studio is an attractive, light space ideal for troupe rehearsals, choreography sessions and dance classes of all kinds. It is conveniently located on the Sunnyvale Community Center campus at 550 East Remington Drive, between El Camino Real and Saratoga-Sunnyvale Road.

The Dance Studio is 52' wide by 32' deep. (Capacity is 30 people.) The floor is sprung hardwood and there is adequate overhead clearance for lifts and jumps, despite ceiling-suspended light fixtures. The room is equipped with dance barres on two walls, mirrors on two walls, and a sound system, with remote control, capable of playing either CDs or tapes, and cubbies for students' belongings.

The dance studio has two exterior entrances from the parking lot and one entrance through a vestibule that doubles as a waiting room. The vestibule is furnished with several chairs, a small table, a pay telephone and a drinking fountain. Off the vestibule are women's and men's restrooms. However, there are no dedicated changing areas or shower facilities.

The Community Center has a variety of rooms in adjacent buildings that can be rented for other needs – including two ballrooms and a large, light multipurpose Community Room, all with parquet wood floors (not sprung). The Community Center campus has plentiful, free parking.



Rental Application Procedures

All Sunnyvale Dance Studio rentals are arranged through the Performing Arts Coordinator listed on the front of this packet. Please contact the Performing Arts Coordinator to confirm availability before submitting this application. Once you have confirmed that availability for the date(s) and time(s) you requested, please submit this completed application, with appropriate security deposit, directly to the Performing Arts Coordinator.

Your reservation is not guaranteed until you are notified in writing that your application and deposit have been accepted.

The Dance Studio has a very busy calendar, with classes running seven days a week. Arts organizations that have an active partnership agreement with the City and current teachers of Sunnyvale Recreation dance classes may request dates in the Dance Studio one year in advance (in September for events the following season). Applications from other renters will be accepted beginning three months in advance of the event.

Because Sunnyvale Recreation offers dance classes in this facility, we do not rent to users who plan to offer classes for which they will charge. However, if you wish to teach in the Dance Studio, we would be happy to discuss the possibility of your teaching a new Sunnyvale Recreation class, either as an employee or contractor. Please contact the Performing Arts Coordinator listed on the front of this package to request a class proposal form.



Rental Rates

All rates are per hour cost unless otherwise noted. Discounted rates, where offered, apply to Sunnyvale residents and Sunnyvale non-profit organizations.

Basic Facility Rental	Peak Hours Friday, 6:00 p.m. through Sunday, midnight		Off-Peak Hours Monday through Friday, 6:00 p.m.	
	Basic Rate	Discounted Rate	Basic Rate	Discounted Rate
Dance Studio This includes access to use the dance studio sound system and vestibule lobby area only. Theater access is not included in the rental.	▪ \$ 55/hr	▪ \$ 40/hr	▪ \$ 55/hr	▪ \$ 40/hr

Additional Charges:

Security Deposit

- \$350



Dance Studio Use Guidelines

Use of the Sunnyvale Dance Studio is contingent upon the renter's understanding, acceptance and adherence to the following policies. Please review and initial these policies. If your application is accepted, a copy of these policies will be returned to you with confirmation of your rental. If you have questions, concerns or need further clarification, please contact the Performing Arts Coordinator listed on the front of this packet.

Before the event

- Any changes after you have submitted your application must be approved the Performing Arts Coordinator in writing.
- All rentals must be paid in full in advance. A deposit is due at the time of application, and a reservation will not be confirmed until the deposit has been paid. The balance of the rental fee for one day rentals is due 30 days before the event. The balance on multiple day rentals is due 90 days before the first event day.
- Please note (and notify your dancers, if necessary) that appropriate dance shoes are required. No black-soled tennis or aerobics shoes are permitted in the studio. Heels should be free of protruding nails, and any taps must be firmly affixed to shoes.

Day of the Event

- The person whose name is on the application as renter must be the first person in the door on the day of the event, and must remain on site throughout the entire event. Only the authorized renter may operate the sound system.
- If another group is scheduled in the dance studio immediately before yours, please wait outside the dance studio until your rental time begins.
- The City of Sunnyvale is not responsible for accidents, injury, illness or loss of group or individual property. Please remind all participants to take safety precautions.
- If there is an accident, injury, illness, theft or other incident, immediately notify Sunnyvale Community Center staff. If there is no one at the main building's front desk, use the red telephone to summon an attendant.
- Groups with minors (under age 18) must provide an adult supervisor at a ratio of 1 for every 20 minors. Do not leave minors unattended in the studio. Do not allow children to play on (hang from) the barres.
- Do not put tape on the dance floor. It pulls up the finish and damages the surface.
- Do not affix anything to the mirrors or windows.
- Do not drag tables or chairs across the dance floor.
- Do not post anything on the bulletin board.
- Bottled water is permitted in the dance studio, but should be kept and consumed in the cubby area. Other beverages, food and chewing gum are not permitted in the dance studio at any time.
- Animals, with the exception of working service dogs assisting persons with disabilities, are not permitted in the building.
- Smoking is not permitted anywhere in the building.
- Fire (including cigarettes, candles, incense and matches) is not permitted in the dance studio.
- Do not offer gratuities to Sunnyvale Theatre staff, as they have been instructed not to accept any tips.

During the Event

- The Dance Studio cannot accommodate an audience. Guests should wait outdoors or in the vestibule lobby.



- If you wish to videotape or photograph, you assume all responsibility for legality of taping, including securing appropriate releases from performers and from copyright holder, in the case of copyrighted music, scripts or choreography.

After the Event

- Please exit promptly. There may be a group or class scheduled right after yours.
- Remove all personal and group belongings that you brought to the dance studio.
- Make sure the stereo equipment is turned off when you leave.
- Make sure the lights are turned off when you leave.
- If you are a regular renter and have been issued a key, please lock all exterior doors and cabinets. If you have not been issued a key, please check out with a facilities attendant in the main Recreation Building, so they can lock up the dance studio.
- If you noticed any problems with the facility or its equipment, please notify the Performing Art Coordinator at (408) 730-7725 or the Community Center at (408) 730-7350, so we can repair the problem as soon as possible.
- Refund of the dance studio deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage or debris. Events that run over the permitted time will be charged appropriate rental fees in minimums of 30-minute increments. This will be deducted from the security deposit.
- Evidence of food or drink being taken into the Dance Studio may result in automatic forfeit of the security deposit.
- In the event that all or part of the security deposit is being retained, renter will be mailed written notice of the fees assessed within one week of the event.
- Assuming the dance studio is left in good condition, security deposits paid by check will be refunded by mail to the renter in the form of a City of Sunnyvale check, approximately four to six weeks after the event. Security deposits paid by credit card will be refunded the next working day on the credit card.

I have read, understand and agree to abide by the policies listed above in the Sunnyvale Dance Studio Rental Application.

Signed,

Renter's signature _____ Date _____

Renter's name (printed) _____



Sunnyvale Theatre Rental Application

Please type or print neatly. Applications must be accompanied by the appropriate deposit and signed Theater Use Guidelines from this application packet. Reservation is not guaranteed until you receive written confirmation from the Performing Arts Coordinator.

Application date _____

To be completed by City Employee

Permit # _____

Issued by _____

Preferred Rental Date(s):

Please circle weekday and write dates.

M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____
M	Tu	W	Th	F	Sa	Su	_____

Renter's Contact Information

Renter's name (must be a person*) _____

***Please note:** The person named here on the Rental Application is responsible for the permitted event and must be the first person to arrive on the day of the event and must stay onsite the entire time.

Organization name (if applicable) _____

Purpose of the organization _____

Is the organization a non-profit?

☐ Yes*

☐ No

*Please attach 501(c)3 documentation.

If yes, is the organization located in Sunnyvale?

☐ Yes*

☐ No

Is the Renter a Sunnyvale resident

☐ Yes*

☐ No

- If you are a Sunnyvale resident or non-profit, you are qualified for a discounted rate, but you must use your Sunnyvale address on all correspondence associated with this rental in order to claim your discount.

Street address _____ Apt or Suite # _____

City _____ State _____ ZIP _____

Day phone _____ Evening phone _____

Fax _____ Email address _____



Event Information

Class or company name _____

Rental start time* _____ Rental end time* _____

* **Please note:** If you require time to set up or clean up, you .

Event start time _____

Is the event open to the general public? ☐ Yes* ☐ No

* If yes, renter must provide City of Sunnyvale Performing Arts Coordinator with list of places/publications where the event is advertised, and sample of any published flyers or press releases. This is so that we can answer the public's basic questions about your event, including where and how to register. Please note that because the City offers classes in the Dance Studio, we do not allow outside renters to hold classes for which they will charge.

Type of event:

☐ Troupe Rehearsal ☐ Show Rehearsal ☐ Choreography Session
☐ Free Class ☐ Other (Please indicate: _____)

Number of dancers: _____

Brief description of the event:

Will you sell anything or advertise any goods/services? ☐ Yes ☐ No

If so, please describe: _____

Technical Details

All technical details must be disclosed on this application and/or approved by Sunnyvale Theatre's Technical Coordinator in writing prior to the event.

Will you use the Dance Studio sound system? ☐ Yes ☐ No

Will you use a Sunnyvale Theatre LCD projector? ☐ Yes ☐ No

Name of person in charge of event: _____



SUNNYVALE THEATRE LIABILITY STATEMENT

In submitting and signing this application, I certify I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed permit is in compliance with the City's rules and regulations and certificates of insurance requirements and is subject to approval by the Director of Parks and Recreation or the assigned representative. Applicant/Permit Holder hereby agrees to hold the City of Sunnyvale, City Council, Boards and Commissions, and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Applicant/Permit Holder. I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to City property shall be compensated within seven days. I agree that this reservation is granted with the understanding that the City may cancel when the facility is needed for City programs.

Full payment must be given 30 days prior to the reservation date for one-day rentals and 90 days prior to two or more day rentals. Failure to submit payments by the designated date will result in loss of the contract, and the room/area will be released. It is my responsibility to notify the City of any cancellations or revisions on my part within 30 days prior to the one-day reservation date or 90 days prior to the two or more day reservation date. Failure to do so will result in my fees being withheld.

Renter's signature _____ Date _____

Renter's name (printed) _____

PATRONS WITH DISABILITIES AND NON-DISCRIMINATION STATEMENT

I understand that, pursuant to the Americans with Disabilities Act, the City of Sunnyvale will make reasonable efforts to accommodate persons with disabilities. I understand that Sunnyvale Dance Studio and the adjacent restrooms are wheelchair accessible. If I become aware that someone in my group or audience requires some other special accommodations, I will notify the Technical Coordinator at least 5 days in advance of the event.

I understand that if my event is open to the general public, I may not prohibit any audience member because of race, religion, creed, color, gender, sexual orientation, age (persons 40 years of age or older), disability, national origin or any other basis to the extent prohibited by federal, state or local laws.

Renter's signature _____ Date _____

Renter's name (printed) _____

